

~~CONFIDENTIAL~~  
TRD STAFF MEETING  
19 April 1950

25X1A9a

Present:

25X1A

25X1A 1. Building [REDACTED] has been assigned to TRD for use by the SOC when alterations have been completed, which is expected by about 15 June. In the meantime the SOC has moved to [REDACTED] and is located in Rooms 116, 118, 121, 123, 135, 127 and 129. Building 13, except for 1000 feet to house the BISC, will be released by TRD. Either I&S or OPC are expected to take over this building. ITS will remain at the [REDACTED] for the present, but it is hoped that both ITS and BISC will be moved to a building in the vicinity of [REDACTED] in the future. 25X1A9a 25X1A

2. A debriefing has been scheduled with Mr. [REDACTED] for 9:30 on Friday, 21 April in the Conference Room. He is one of the outstanding operational persons in the field of psychological warfare. Mr. [REDACTED] is making the arrangements for this debriefing and it was suggested that representatives of both ATB and CTB attend. Mr. [REDACTED] were requested to get in touch with Mr. [REDACTED] in this connection. 25X1A9a 25X1A9a

25X1A9a 3. Due to the illness of Mr. [REDACTED] wife it is probable that he will be out periodically from time to time. In his absence Mr. [REDACTED] will act for him on problems which may arise in connection with STB courses. 25X1A9a

25X1C14c 4. [REDACTED] have been invited to participate in TRD's instruction. It is now expected that two [REDACTED] will be enrolled in the OC course starting 26 June 1950. 25X1C14c

5. If sufficient material is not turned in for preparation by the stenographic pool on Saturday mornings, this overtime will be discontinued. All branches are requested to contact their personnel in order to submit their material. Mr. [REDACTED] will contact SOC, OC, AOC, and ASTS directly. Mr. [REDACTED] raised the question as to typing from microfilm. He has considerable material on 35 mm film which needs to be typed. Mr. [REDACTED] stated a microfilm reader was on order for TRD; in the meantime he will arrange to borrow one from OCD for use in the preparation of this material. 25X1A9a 25X1A9a 25X1A9a

25X1A9a 6. [REDACTED] stated the study made by Miss [REDACTED] in Mr. [REDACTED] off [REDACTED] in connection with Mr. [REDACTED] of FDM on the [REDACTED] was an excellent one. He felt that similar studies for other foreign intelligence services should be prepared and all of them bound together for easy reference. Such studies would be of vital interest both to ATB and CTB. 25X1A9a 25X6D

Document No. [REDACTED]  
NO CHANGE in Class. ☐  
☐ UNCLASSIFIED  
CLASS. CHANGED TO: TS S  
DDA Memo, 1 Apr 77  
Auth: DDA REG. 77/1700

**SECRET**

25X1A9a

7. Mr. [REDACTED] commented on his trip to Fort Leavenworth. He is preparing a full report on this trip. The principal thing he was interested in was their instructor training and guidance program, which will be of assistance in setting up one for TRD. They have an instructor training program which is compulsory for every new instructor regardless of his previous experience. This course runs 90 hours and the students are evaluated. It includes methods of presentation, teaching methods and learning methods, aids, facilities and physical set up available to the instructor, etc. It consists not only of instruction by the faculty but also includes practical application by the new instructors, wherein they give several different types of presentations.

The training aids section at Fort Leavenworth is rather small but they produce a great many slides and instruction is set up on a small-group basis. Their principal visual aids are blackboards and charts. In addition, they use a great many films, both those from the services and commercial. Their recording equipment is not standard; it was built under Army specifications in 1942 by a corporation which is not now in business. Mr. [REDACTED] stated that he had two machines built by the 25X1A9a same company stored at the [REDACTED]. Mr. [REDACTED] will investigate 25X1A9a this equipment and see if they might be used by TRD.

25X1A9a

Mr. [REDACTED] also brought back with him samples of complete folders maintained by the instructors, including research, lesson plans, outlines, etc. All the material is kept together in one file for easy reference and for use by a replacement as the occasion arises. He felt this would be a valuable procedure to adopt in TRD. For the benefit of all TRD instructors Mr. [REDACTED] will pass on to them a 25X1A9a general report of his trip; in addition he will prepare and conduct a sample conference using materials he secured at Leavenworth.

8. The Covert Training Branch will move to Rooms 2201 and 2203 L next week.

25X1A9a

9. Mr. [REDACTED] gave a progress report on the activities of the Area Training Branch. One ATB instructor is presently living at an outside site and several are working there. Those that need to use the library in the preparation 25X1A9a of their courses are assigned to Room 164 in [REDACTED]. Mr. [REDACTED] and Mr. [REDACTED] will move to that room shortly. Presently ATB is training a few 25X1A9a students in physical education at the site. There are many problems, distance, security, etc., in connection with this site but on the whole, it is felt it will work out very well. 25X1A6a

In connection with the training at [REDACTED] it is planned that it will begin in October 1950. Instructors must be recruited and trained, facilities at 25X1A6a [REDACTED] must be rehabilitated and numerous other administrative details must be 25X1A6a taken care of. [REDACTED] is leaving Friday for a preliminary survey at [REDACTED] it is planned he will be CO for that unit until it is set up and operating smoothly.

25X1A9a

[REDACTED] is also working on [REDACTED] CIA can insert students into 25X1A2g this program and [REDACTED] has arranged to have 5 CIA students begin on 1 May-- 2 from TRD. It is a 14-day course and will be run each month.

**SECRET**

**SECRET**

**CONFIDENTIAL**

10. Only 4 candidates had enrolled for the Headquarters Administrative course scheduled to begin Monday 24 April. It is planned therefore to cancel this week and, if sufficient students are enrolled, to present it after the Field Administrative Course which begins 1 May. Fourteen students have been enrolled for the Field Administrative course. A new schedule is presently being prepared.

25X1A9a

11. Mrs. [REDACTED] reported there are 8 students enrolled in the interim study courses and three uncleared personnel are working on the outside. She raised the point of branches recalling interim study course students after two or three days. [REDACTED] 25X1A9a

when this occurs and they will contact the branch concerned.

25X1A9a

25X1A6a

12. Mr. [REDACTED] announced that the parking spaces for TRD have been changed to numbers 31-37 in front of [REDACTED]. It is possible, he stated, that TRD parking spaces may be cut after the study of the total number of CIA parking spaces is completed.

25X1A9a

13. Mr. [REDACTED] was requested to inquire into the possibility of Graphics Register or OAD making charts from sketches which TRD would furnish. [REDACTED] 25X1A9a also reported they were working on a series of symbols to be used on TRD charts in order to be uniform throughout.

14. It was decided the orientation tour for new TRD personnel would be held Friday morning, 28 April.

**CONFIDENTIAL**

**SECRET**